



JOB DESCRIPTION

Position Title: Senior Technician

Working Area: Training and Wellness

Class Code: 5326/Nonexempt

EEO Code 06

Effective Date: January 23, 2001

Major Function

Provide administrative and clerical support for the Human Resources training and wellness programs. Assist with the coordination of the training and wellness plans.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Conduct new employee sign ups and issue identification cards. Maintain a training tracking database. Assist with the scheduling and set up for classes. Assist in the coordination of training programs with consultants, instructors, County departments, and other agencies as necessary. Provide information and service to employees regarding the programs. Research new training programs and review materials to determine their value to the County. Develop contacts within community agencies as resources for training and wellness information and programs. Participate in department training needs assessment. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Ability to work independently, maintain accurate and detailed records and organize and assemble data to obtain desired output. Ability to analyze and research data and recommend courses of action to improve the training and wellness programs. Ability to communicate effectively both orally and in writing. Ability to evaluate situations and exercise good judgment in making decisions. Knowledge of procedures for developing training programs. Knowledge of modern office practices and processes. Fundamentals of personal computers and database software.

High School Diploma or GED, three (3) years experience in training or wellness programs to include experience with personal computers and extensive public contact work. Prefer experience in Human Resources.

A comparable amount of education, training, or experience may be submitted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table, or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.